Company Administrator Manual

开 泰 银 行 集 团 เครือธนาคารกสิกรไทย KASIKORNBANKGROUP
全 方 位 的 卓 越 服 务 บริการทุกระดับประทับใจ Towards Service Excellence

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PREFACE

KBANK K BizNet User Manual is aimed to give you, as our prestigious customer, a general idea of what is a KBANK K BizNet service and how it works. **Company Administrator** section is specially designed for Company Administrator. It includes all the functions which managed by them as listed: First Time Setup (How to set up Account Nickname, Account Access Level, Function Access Level, Access Level Assignment), Administrator Log (Main Page Menu), how to create Input User, User/Company User Menu (Input User Name, Signatory Name, Administrator Name and Company Contact Information), Administration Setting Menu, Change Login Password Menu

K BizNet Service Menu for Company Administrator

The Company Administrator has authority to access the following functions:

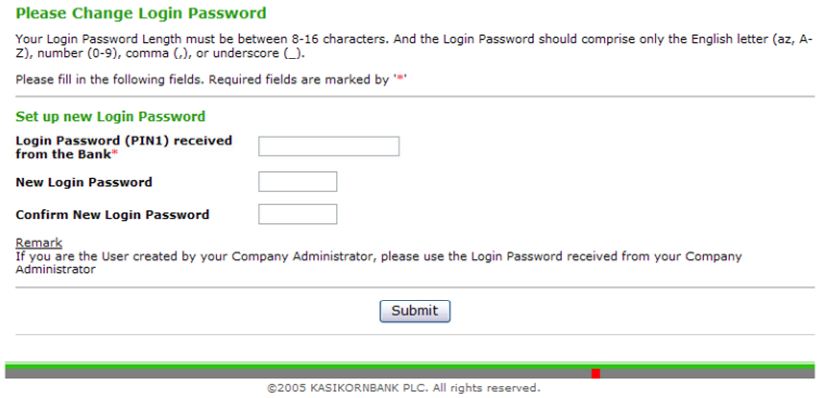
- Create/ edit/ delete company's Input User
- Monitor all User ID (Company Signatory, Input User) on K BizNet system to ensure their functionality usages.
- Set user accesses on Function Access Level , Data Access Level and Access Level Assignment) for all system's users
- Add/ Delete Other Accounts that will be used on Other Account Funds Transfer and Inter-bank Funds Transfer service

Before transactions can be made through K BizNet service, the company administrator (holding User ID) must set and assign roles for users in accessing to the system in order to make such transactions

1. First Time Setup

For the first time logged into the system with PIN (received from the bank) as the Login Password, the administrator must follow steps below:

1) The system will ask you to change your Login Password, therefore you must input PIN in 'Old Password' box, and input a new Password in 'New Password' box and 'Confirm New Password'. The new Password must be 8-10 characters.


Please Change Login Password
Your Login Password Length must be between 8-16 characters. And the Login Password should comprise only the English letter (az, A-Z), number (0-9), comma (,), or underscore (_).
Please fill in the following fields. Required fields are marked by '*'
Set up new Login Password
Login Password (PIN1) received from the Bank*
New Login Password
Confirm New Login Password
Remark
If you are the User created by your Company Administrator, please use the Login Password received from your Company Administrator
Submit
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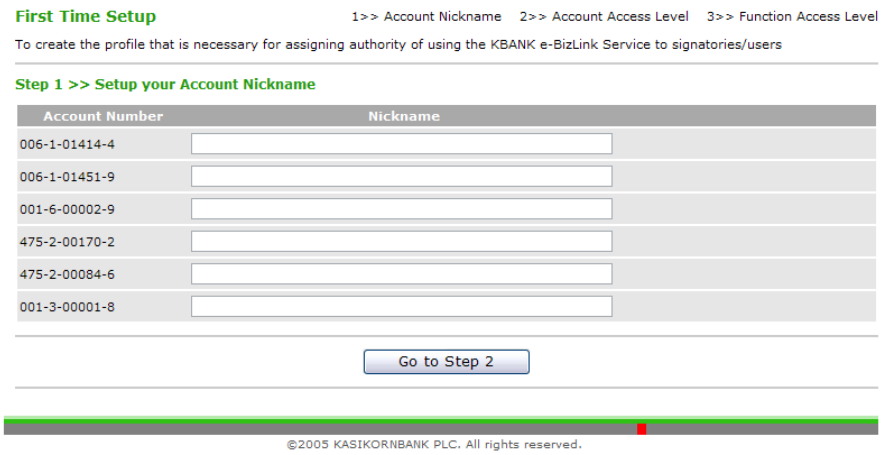
Screen1: Setting Login Password

2) The system then automatically leads the Administrator to the First Time Setup page Initially, the system will ask the Administrator to set up **Account Nickname** for each registered account by specifying the nickname, then click ***Go to Step2*** button to go to the next step.


First Time Setup
1>> Account Nickname 2>> Account Access Level 3>> Function Access Level
To create the profile that is necessary for assigning authority of using the KBANK e-BizLink Service to signatories/users
Step 1 >> Setup your Account Nickname
Account Number
Nickname
006-1-01414-4
006-1-01451-9
001-6-00002-9
475-2-00170-2
475-2-00084-6
001-3-00001-8
Go to Step 2
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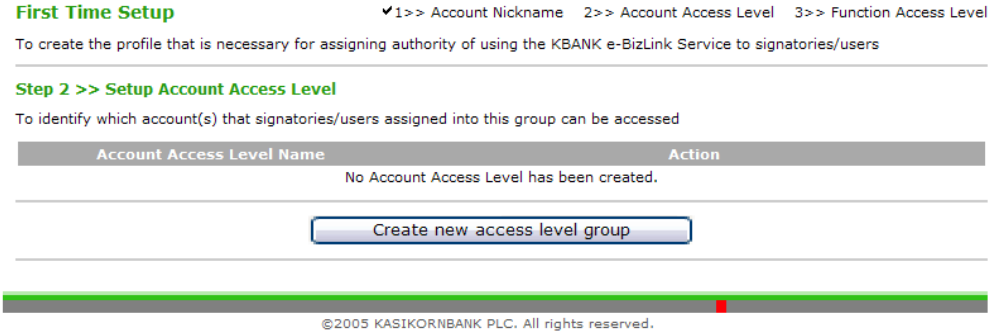
Screen2: Setup Account Nickname

3) On the next step, the system will ask the Administrator to setup **Account Access Level** by select ***Create new access level group*** button


First Time Setup
✔1>> Account Nickname 2>> Account Access Level 3>> Function Access Level
To create the profile that is necessary for assigning authority of using the KBANK e-BizLink Service to signatories/users
Step 2 >> Setup Account Access Level
To identify which account(s) that signatories/users assigned into this group can be accessed
Account Access Level Name
Action
No Account Access Level has been created.
Create new access level group
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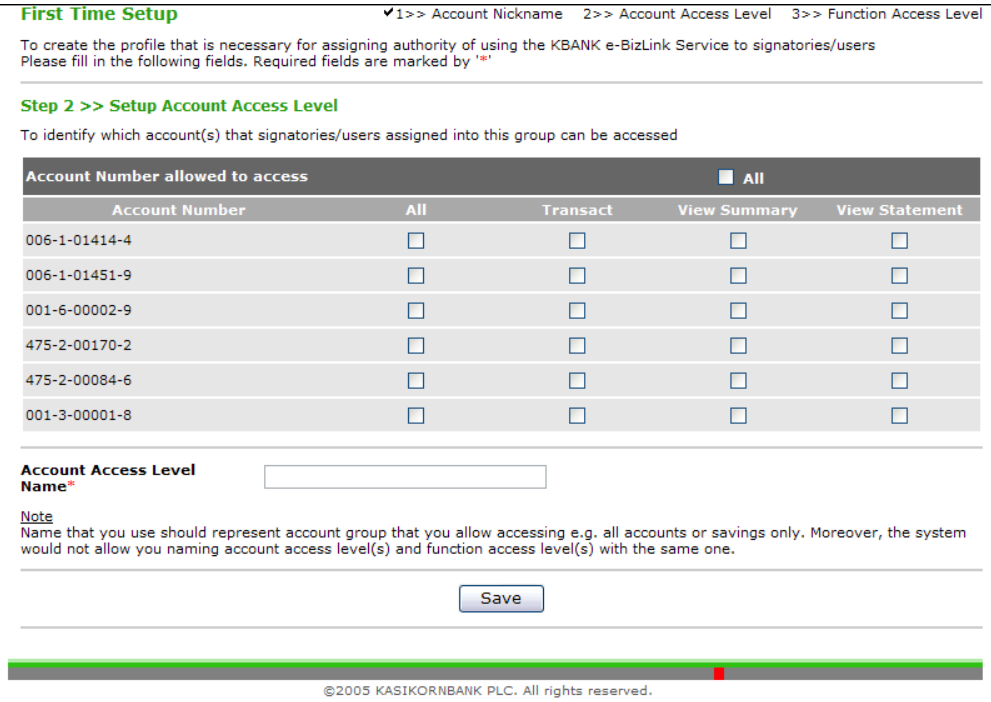
which represent different levels of account accessing capability, for example 'All Accounts' for the highest rank user, who can access to all types of accounts, 'CA' for the middle rank user, who can access only company's current accounts. The Administrator accordingly has to set transaction rights for each type of

accounts, such as 'View Summary' and 'View Statement', then set ***Account Access Level Name*** and click ***Save*** the setting.


First Time Setup
1>> Account Nickname 2>> Account Access Level 3>> Function Access Level
To create the profile that is necessary for assigning authority of using the KBANK e-BizLink Service to signatories/users
Please fill in the following fields. Required fields are marked by '*'
Step 2 >> Setup Account Access Level
To identify which account(s) that signatories/users assigned into this group can be accessed
Account Number allowed to access
All
Account Number
All
Transact
View Summary
View Statement
006-1-01414-4
006-1-01451-9
001-6-00002-9
475-2-00170-2
475-2-00084-6
001-3-00001-8
Account Access Level Name*
Note
Name that you use should represent account group that you allow accessing e.g. all accounts or savings only. Moreover, the system would not allow you naming account access level(s) and function access level(s) with the same one.
Save
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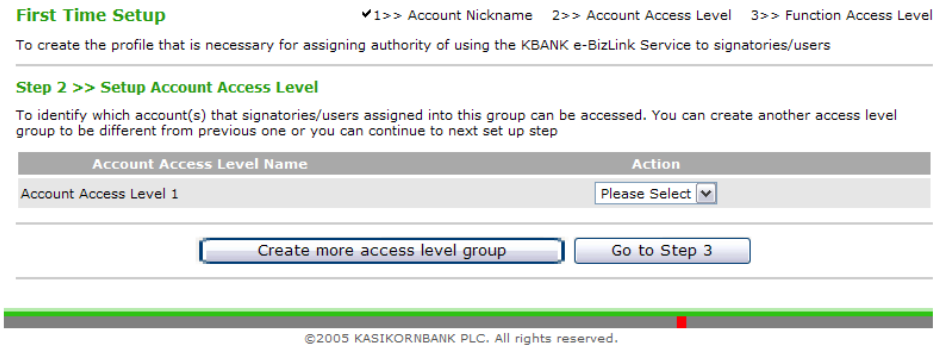
Screen3: Setup Account Access Level

Note: The Administrator should set the Account Access Level Name to be relevant with the characteristic of setting. For ease of management, should not create too many profiles. The Administrator can assign ***All*** for all users to let all users have full access

4) After creating a new Account Access Level successfully, the profile will appear in the list of Account Access Level Name. The Administrator can choose Action to ***View/ Edit/ Delete*** the profile. In case the Administrator would ***level group*** to create a new profile. The window will show the same process previously illustrated. Once you finish creating Account Access Level, click ***Go to Step 3*** button.


First Time Setup
1>> Account Nickname 2>> Account Access Level 3>> Function Access Level
To create the profile that is necessary for assigning authority of using the KBANK e-BizLink Service to signatories/users
Step 2 >> Setup Account Access Level
To identify which account(s) that signatories/users assigned into this group can be accessed. You can create another access level group to be different from previous one or you can continue to next set up step
Account Access Level Name
Action
Account Access Level 1
Please Select
Create more access level group
Go to Step 3
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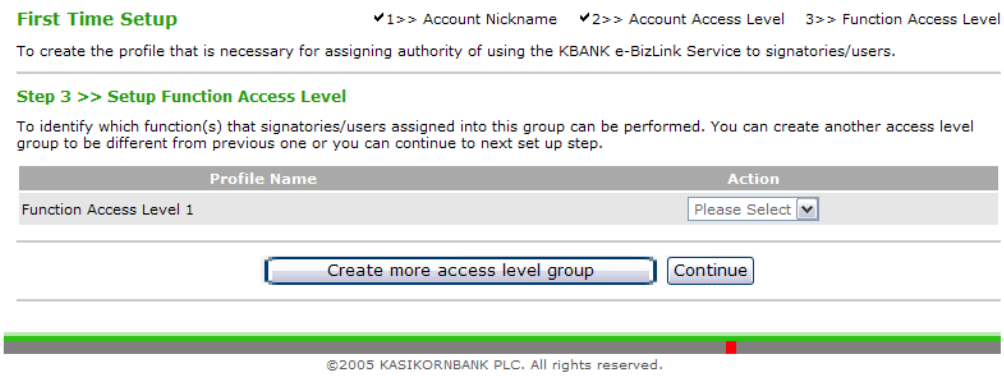
Screen4: Setup Account Access Level

5) The next step is to set **Functional Access Level**. The Administrator will need to set the Functional Access Level name by clicking ***Create new access level group***


First Time Setup
✔1>> Account Nickname
✔2>> Account Access Level
3>> Function Access Level
To create the profile that is necessary for assigning authority of using the KBANK e-BizLink Service to signatories/users.
Step 3 >> Setup Function Access Level
To identify which function(s) that signatories/users assigned into this group can be performed. You can create another access level group to be different from previous one or you can continue to next set up step.
Profile Name
Action
Function Access Level 1
Please Select
Create more access level group
Continue
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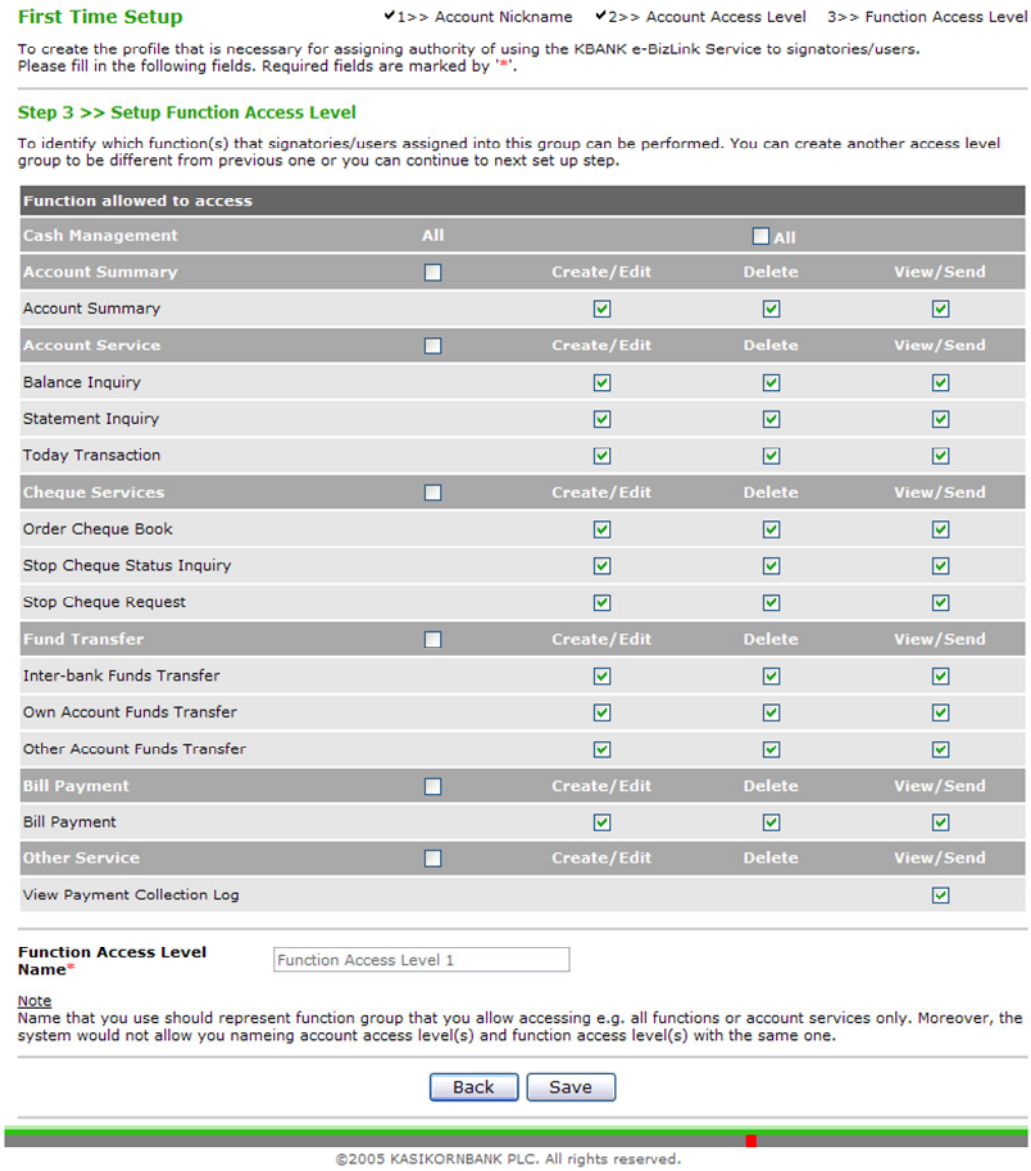
Function Access Level Name should be different from those of Account Access Level, and assign rights in accessing data to each of profiles. After finishing set up, click ***Save*** the setting.



First Time Setup ✔1>> Account Nickname ✔2>> Account Access Level 3>> Function Access Level

To create the profile that is necessary for assigning authority of using the KBANK e-BizLink Service to signatories/users.
Please fill in the following fields. Required fields are marked by '*'.

Step 3 >> Setup Function Access Level

To identify which function(s) that signatories/users assigned into this group can be performed. You can create another access level group to be different from previous one or you can continue to next set up step.

Function allowed to access				
Cash Management	All		☐ All	
Account Summary	☐	Create/Edit	Delete	View/Send
Account Summary		☑	☑	☑
Account Service	☐	Create/Edit	Delete	View/Send
Balance Inquiry		☑	☑	☑
Statement Inquiry		☑	☑	☑
Today Transaction		☑	☑	☑
Cheque Services	☐	Create/Edit	Delete	View/Send
Order Cheque Book		☑	☑	☑
Stop Cheque Status Inquiry		☑	☑	☑
Stop Cheque Request		☑	☑	☑
Fund Transfer	☐	Create/Edit	Delete	View/Send
Inter-bank Funds Transfer		☑	☑	☑
Own Account Funds Transfer		☑	☑	☑
Other Account Funds Transfer		☑	☑	☑
Bill Payment	☐	Create/Edit	Delete	View/Send
Bill Payment		☑	☑	☑
Other Service	☐	Create/Edit	Delete	View/Send
View Payment Collection Log				☑

Function Access Level Name* Function Access Level 1

Note
Name that you use should represent function group that you allow accessing e.g. all functions or account services only. Moreover, the system would not allow you nameing account access level(s) and function access level(s) with the same one.

Back Save

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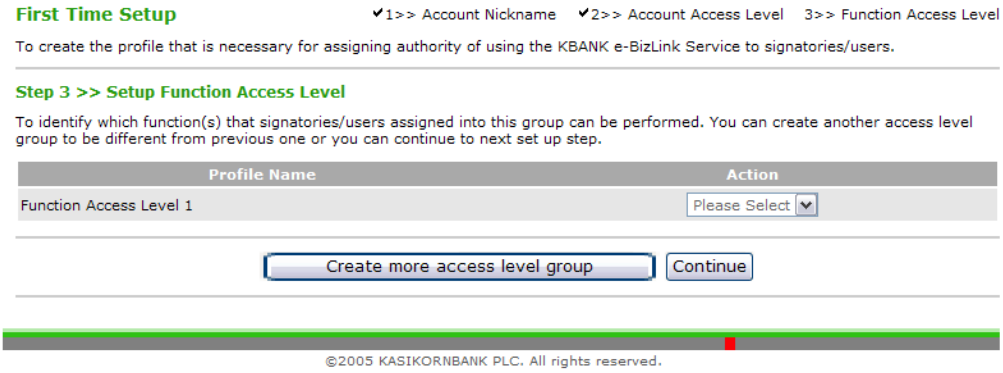
Screen 5: Setup Function Access Level

6) After creating a new Functional Access Level successfully, the profile will appear in the list of Functional Access Level Profile. The Administrator can choose Action to ***View/ Edit/ Delete*** the profile. In case the Administrator would like to add a new profile, he can do so by clicking on ***Create more access level group*** to create a new profile. The window will show the

same process previously illustrated in 4). Once you finish creating Functional Access Profile, click ***Continue*** button.


First Time Setup
✔1>> Account Nickname ✔2>> Account Access Level 3>> Function Access Level
To create the profile that is necessary for assigning authority of using the KBANK e-BizLink Service to signatories/users.
Step 3 >> Setup Function Access Level
To identify which function(s) that signatories/users assigned into this group can be performed. You can create another access level group to be different from previous one or you can continue to next set up step.
Profile Name
Action
Function Access Level 1
Please Select
Create more access level group
Continue
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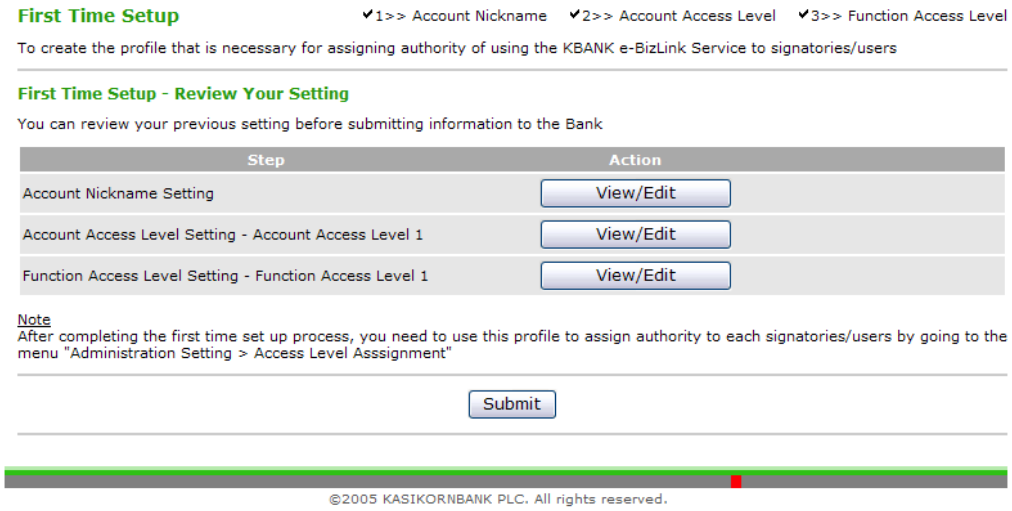
Screen 6: Setup Function Access Level

7) After the Administrator finishes the First Time Setup , the screen will show screen allow you to **review your setting**. There are options for the Administrator to go back to ***View/Edit*** profiles previously set, or continue to the next finishing the First Time setup page.


First Time Setup
✔1>> Account Nickname ✔2>> Account Access Level ✔3>> Function Access Level
To create the profile that is necessary for assigning authority of using the KBANK e-BizLink Service to signatories/users
First Time Setup - Review Your Setting
You can review your previous setting before submitting information to the Bank
Step
Action
Account Nickname Setting
View/Edit
Account Access Level Setting - Account Access Level 1
View/Edit
Function Access Level Setting - Function Access Level 1
View/Edit
Note
After completing the first time set up process, you need to use this profile to assign authority to each signatories/users by going to the menu "Administration Setting > Access Level Asssignment"
Submit
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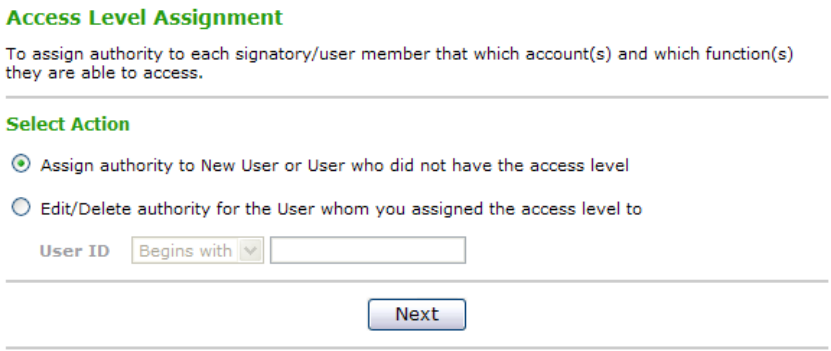
Screen7: Review First Time Setting

8) The screen shows message confirming the set up. The Administrator then can click on ***Return to Main Page*** to select ***Administration Setting*** menu then ***Access Level Assignment*** sub menu.

Screen 8: First Time Setup completed

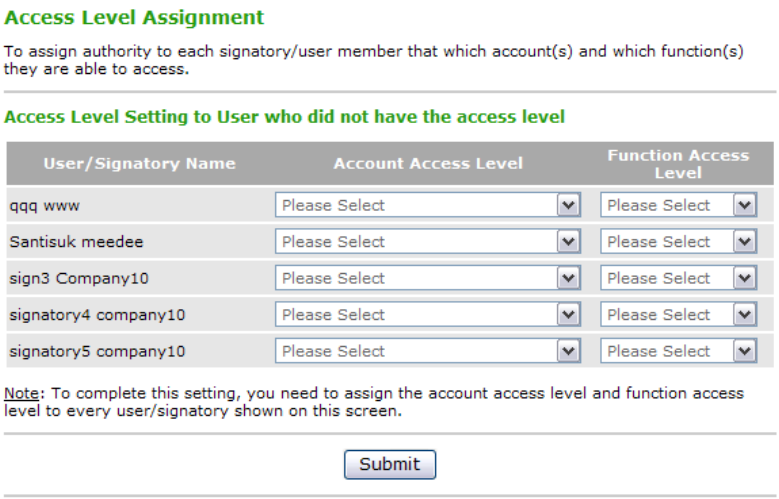
9) After the First Time Setting has been completed, the Administrator have to set rights to the Company Signatory. Click on ***Administration Setting*** menu then **Access Level Assignment** sub menu. After that check on ***Assign authority to new user who did not have the access level*** and click on ***Next*** button.


Access Level Assignment
To assign authority to each signatory/user member that which account(s) and which function(s) they are able to access.
Select Action
Assign authority to New User or User who did not have the access level
Edit/Delete authority for the User whom you assigned the access level to
User ID
Begins with
Next

Screen 9: Access Level Assignment

10) After click on Next button, the screen will show the list of Company Signatory registered with the bank that the Administrator has not yet assigned rights to. The Administrator must choose the ***Account Access Level*** and ***Function Access Level*** profile previously set up, assign rights to each of all Signatory users, then click ***Submit*** The Administrator will accordingly see the message on his screen asking him to confirm the

setting. The Administrator clicks on ***Return to Main Page*** button to finish the process.


Access Level Assignment
To assign authority to each signatory/user member that which account(s) and which function(s) they are able to access.
Access Level Setting to User who did not have the access level
User/Signatory Name
Account Access Level
Function Access Level
qqq www
Santisuk meedee
sign3 Company10
signatory4 company10
signatory5 company10
Please Select
Note: To complete this setting, you need to assign the account access level and function access level to every user/signatory shown on this screen.
Submit

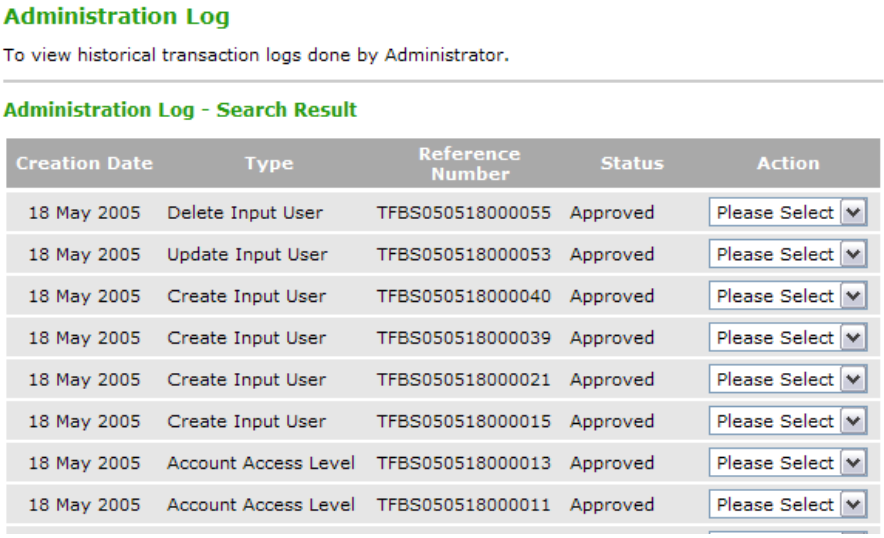
Screen10: Access Level Assignment for Company Signatory

In case that company has 2 or more Company Signatories the transactions could be stared by Company Signatory#1 may conduct transaction. Then Company Signatory#2 will approve the transaction. In this case, Administrator may not need to create Input User in K BizNet system.
In case that company has only one Company Signatory the administrator do need to ***create Input User*** to be a transactor in K BizNet system by selecting Create Input User menu (See more detail on bullet 3). After finish creating Input User into system, administrator must set Access Level Assignment by selecting ***Administration Setting*** menu then ***Access Level Assignment*** sub menu. Follow the 9) and 10) steps.

2. Main Page menu

Administration Log

The Administrator can search for past transactions such as creating new Input Users, changing user rights by choosing status, and clicking on ***Search*** button, then the screen will display all applicable transactions. The Administrator can click on ***View*** to see its detail.



Administration Log

To view historical transaction logs done by Administrator.

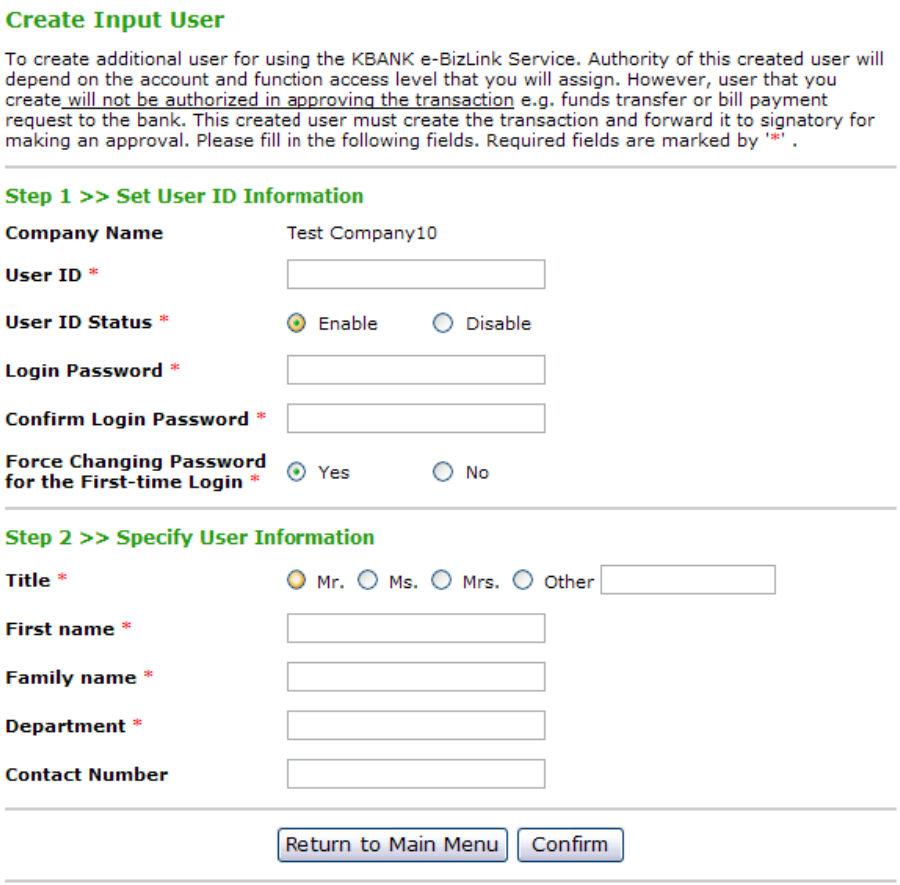
Administration Log - Search Result

Creation Date	Type	Reference Number	Status	Action
18 May 2005	Delete Input User	TFBS050518000055	Approved	Please Select
18 May 2005	Update Input User	TFBS050518000053	Approved	Please Select
18 May 2005	Create Input User	TFBS050518000040	Approved	Please Select
18 May 2005	Create Input User	TFBS050518000039	Approved	Please Select
18 May 2005	Create Input User	TFBS050518000021	Approved	Please Select
18 May 2005	Create Input User	TFBS050518000015	Approved	Please Select
18 May 2005	Account Access Level	TFBS050518000013	Approved	Please Select
18 May 2005	Account Access Level	TFBS050518000011	Approved	Please Select

Screen11: Administration Log

3. Create Input User menu

The Administrator can create additional User IDs for company's staffs in the ***Create Input User*** menu. Specify user information such as ***User ID, Name, Department, Phone Number***, then press Confirm button to go to the confirmation stage. The Administrator can review the ***Input User Name*** in ***User/Company Profile*** menu.


Create Input User
To create additional user for using the KBANK e-BizLink Service. Authority of this created user will depend on the account and function access level that you will assign. However, user that you create will not be authorized in approving the transaction e.g. funds transfer or bill payment request to the bank. This created user must create the transaction and forward it to signatory for making an approval. Please fill in the following fields. Required fields are marked by '*' .
Step 1 >> Set User ID Information
Company Name
Test Company10
User ID *
User ID Status *
Enable
Disable
Login Password *
Confirm Login Password *
Force Changing Password for the First-time Login *
Yes
No
Step 2 >> Specify User Information
Title *
Mr.
Ms.
Mrs.
Other
First name *
Family name *
Department *
Contact Number
Return to Main Menu
Confirm

Screen12: Create Input User

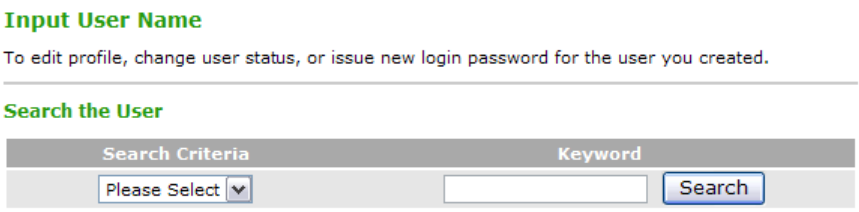
4. User/Company Profile menu

The Administrator can review the company and all user profiles in the K BizNet system from User/ Company Profile menu. This menu also allows the Administrator to issue new Passwords for users. There are many sub-menus under User/Company Profile menu as detailed below:

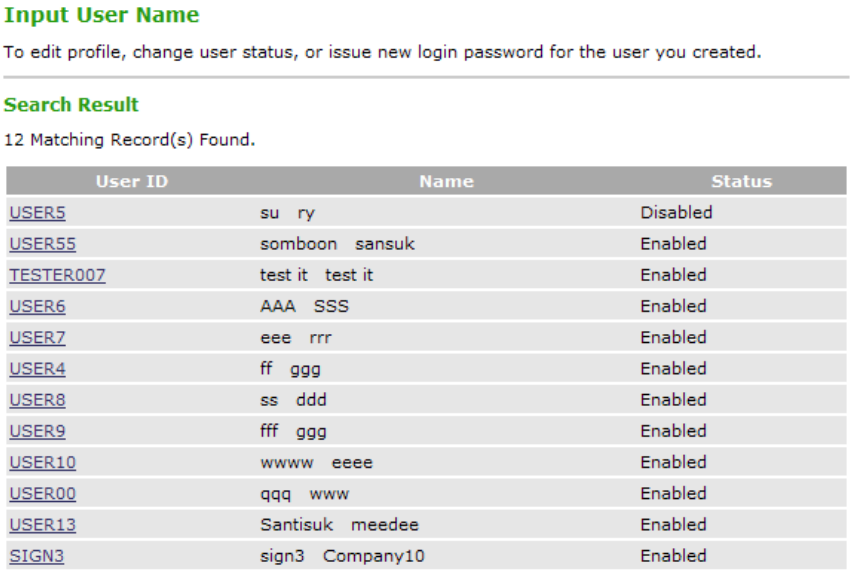
Input User Name

In ***Input User Name*** sub menu. Administrator can ***View/ Edit*** information for Input User by following steps below:

1) Define ***Search Criteria*** e.g. User ID and click ***Search*** button to find the required User ID.


Input User Name
To edit profile, change user status, or issue new login password for the user you created.
Search the User
Search Criteria
Keyword
Please Select
Search

2) Click on the selected User ID to View / Edit information.


Input User Name
To edit profile, change user status, or issue new login password for the user you created.
Search Result
12 Matching Record(s) Found.
User ID
Name
Status
USER5 su ry Disabled
USER55 somboon sansuk Enabled
TESTER007 test it test it Enabled
USER6 AAA SSS Enabled
USER7 eee rrr Enabled
USER4 ff ggg Enabled
USER8 ss ddd Enabled
USER9 fff ggg Enabled
USER10 wwww eeee Enabled
USER00 qqq www Enabled
USER13 Santisuk meedee Enabled
SIGN3 sign3 Company10 Enabled

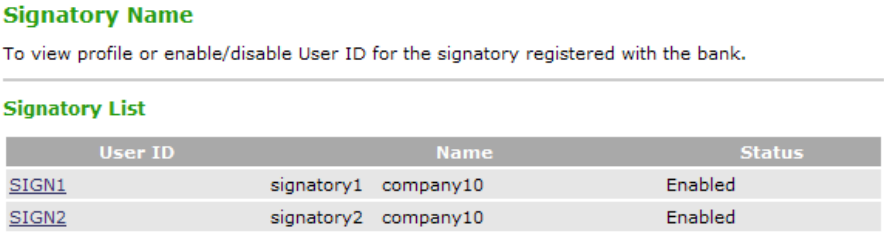
3) In Input User Profile page, administrator may select the following actions;
   - ***Edit*** to edit the selected Input User's information
   - ***Delete*** to delete the selected Input User from the K BizNet system
   - ***Issue New Password*** to set up a new Password for the selected Input User in case of being forgotten, and the Administrator must give the new Password directly to that User.

   - ***Enable User ID*** to unlock the User access in case of entering Password incorrectly 3 times in a row.
   - ***Disable User ID*** to temporarily disable the User access.

Screen13: Input User Profile

Signatory Name

Sub-menus for ***Signatory*** users' information: The Administrator can review all Signatory users in the system, and set the access permission to selected Signatory user.


Signatory Name
To view profile or enable/disable User ID for the signatory registered with the bank.
Signatory List
User ID Name Status
SIGN1 signatory1 company10 Enabled
SIGN2 signatory2 company10 Enabled

Screen15: Signatory Name

Administrator Name

Sub-menus for Administrators' information. The Administrator can review all Administrator users in the system, and set the access permission to selected Administrator user.

Administrator Name
To view profile or enable/disable User ID for the administrator registered with the bank.
Administrator List
User ID Name Status
ADMIN admin company10 Enabled

Screen14: Administrator List

Company Contact Information

Company Contact Information sub-menu. Displaying company information given to the bank

In case of changing the company information, the company's authorized person must send the request in written statement with the signature endorsement and company stamp (if any) to Retail e-Business Department, Kasikornbank.

Company Contact Information

To view your company contact information. If any information is not up to date, you need to submit a Change Request Form to the Bank.

Company Profile

Company ID	SMEUSER10
Company ID Status	Active
Company Type	PCL
Company Name (EN)	Test Company10
Company Name (TH)	บริษัท ทดสอบ10
Trade Finance Cust ID	Juristic Person Registration Certificate
Tax ID	
Establishment Date	1 JAN 2000
Annual Sales (THB)	

Registered Contact Information

Contact Address	Location
	1 Street ราชฎร์บูรณะ Tumbol ราชฎร์บูรณะ
	Amphur ราชฎร์บูรณะ Province Bangkok Postal Code 10140
Contact Person Name	Mr. contact company10
Contact Phone Number	028888888
Contact Fax Number	
Contact Email Address	sakda.o@kasikornbank.com

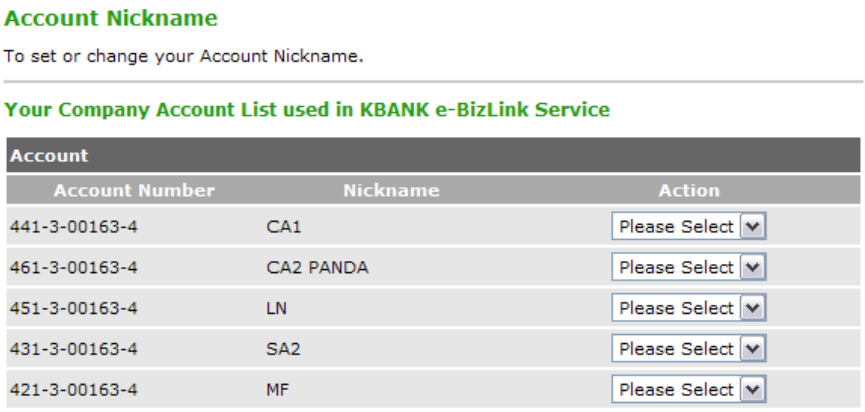
Screen16: Company Contact Information

5. Administration Setting menu

This menu is for Administrator user to Change/ Edit all previous settings set since the first use, as well as to add the Other Account list, which has details below:

Account Nickname

This menu is used for assigning ***account nickname*** to each registered bank account in K BizNet. Account Nicknames help users recognize all registered bank accounts in the system.



Account Nickname

To set or change your Account Nickname.

Your Company Account List used in KBANK e-BizLink Service

Account		
Account Number	Nickname	Action
441-3-00163-4	CA1	Please Select
461-3-00163-4	CA2 PANDA	Please Select
451-3-00163-4	LN	Please Select
431-3-00163-4	SA2	Please Select
421-3-00163-4	MF	Please Select

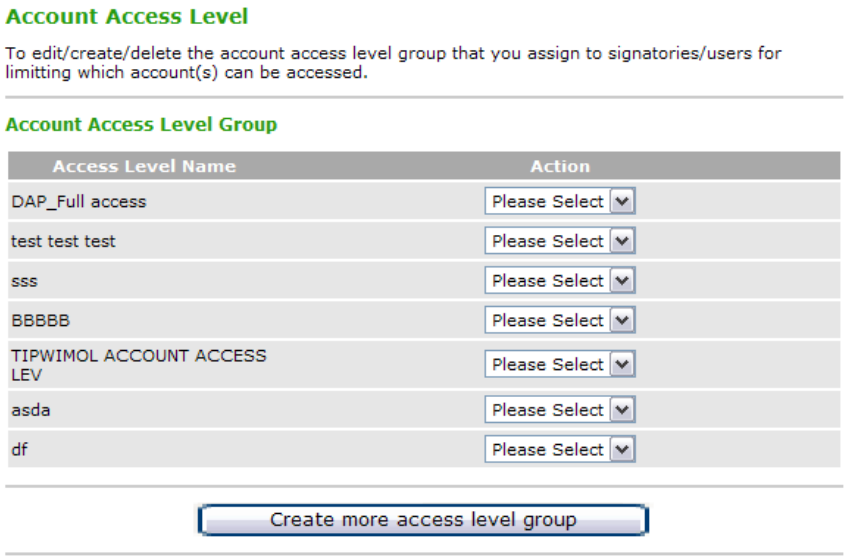
Screen17: Account Nickname

Note: In case of adding KBANK account to KBANK K BizNet, company must have company signatory endorse (with company stamp if available) the request in written statement, and send such request to KBANK1 via postal mail.

Account Access Level

This menu is used by Administrator user to add/ delete/ edit details in each Account Access Level

[1] Company must send the request form to Retail e-Business Department, Kasikornbank PCL. P.O.121 Ratburana Bangkok 10140



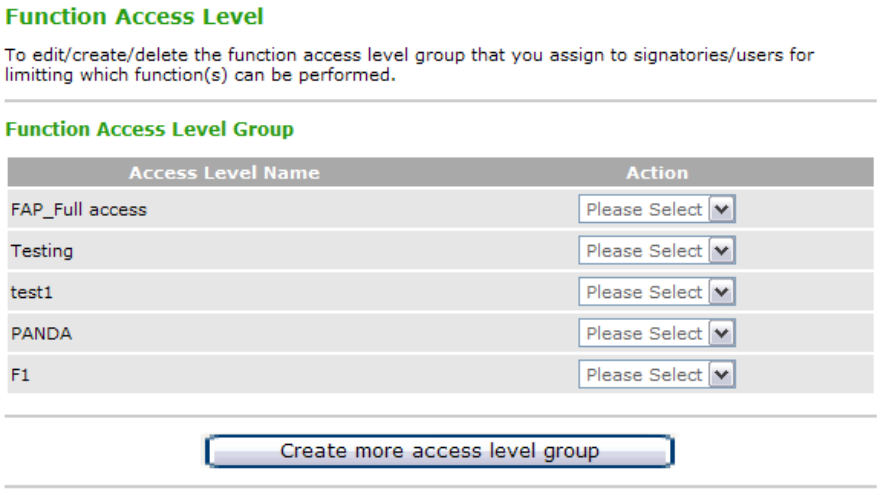
Screen18: Account Access Level

- In case of registering new bank account to K BizNet, Administrator must create new Account Access Level Profile and set corresponding Access Level Assignment to users in order the account to be active.
- Administrator cannot edit other users' Account Access Level previously assigned. In case of needing to do so, Administrator must enter to such Access Level Assignment Profile and disable such Account Access Level from the user. Once no user owns the Account Access Level, Administrator then can edit such Account Access Level

Function Access Level

This menu is used by Administrator user to add/ delete/ edit details in each Function Access Level (i.e. view account information, type of fund transfer)

Administrator cannot edit other users' Function Access Level previously assigned. In case of needing to do so, Administrator must enter to such Access Level Assignment and disable such Function Access Level from the user. Once no user owns the Function Access Level, Administrator then can edit such Function Access Level.



Screen19: Function Access Level

Access Level Assignment

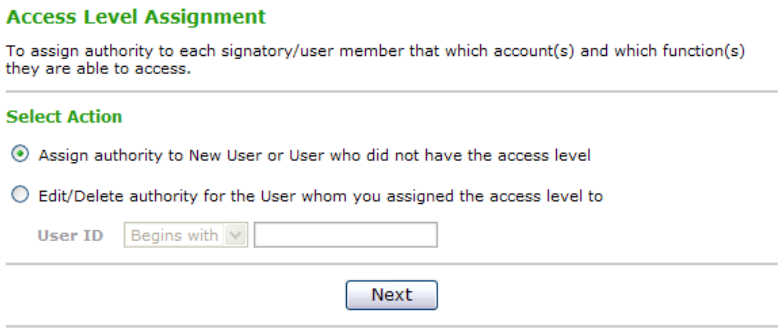
This menu is used by Administrator to assign User Access to all users in K BizNet system, as well as to delete/ edit User Access previously set by the instruction below:

New User Access Set up

1. Choose ***Assign authority to new user or user who did not have the access level*** and click on ***Next*** button, the screen will display the list of all users in K BizNet system.
2. Assign ***Account Access Level*** and ***Function Access Level*** to each of users, then click on ***Next*** button as steps shown on Picture 10: User Access Setting for Administrator

Edit/ Delete User Access

1. Choose ***Edit/ Delete authority for the user whom you assigned the access level to*** and input Keyword, then click on ***Next*** button
2. Click on ***Edit*** or ***Delete*** button located next to the username Administrator would like to edit or delete


Access Level Assignment
To assign authority to each signatory/user member that which account(s) and which function(s) they are able to access.
Select Action
Assign authority to New User or User who did not have the access level
Edit/Delete authority for the User whom you assigned the access level to
User ID
Begins with
Next

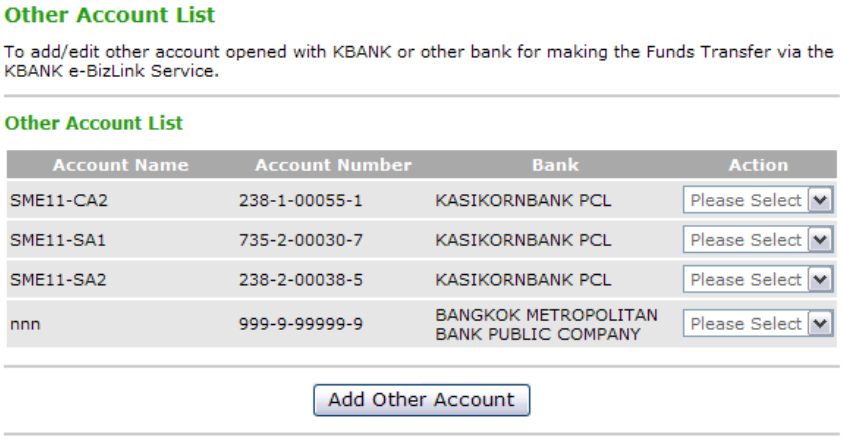
Screen20: Access Level Assignment

Other Account List

This menu is used by Administrator user to add/ delete the Beneficiary account (could be KBANK account or Other's bank account) for using in Other Funds Transfer or Inter-bank Funds Transfer in the K BizNet system by the instruction below:

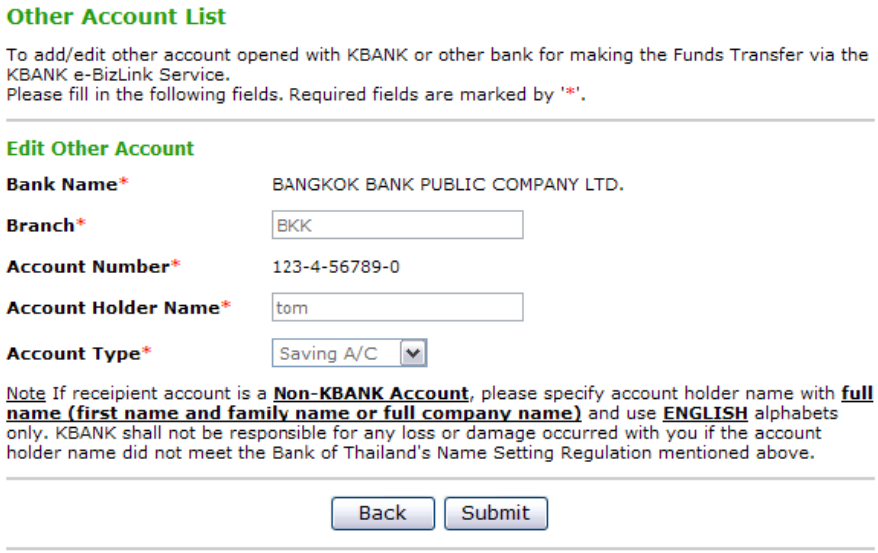
Adding Other Account

1) Click ***Add Other Account*** button



Screen21: Other Account List

2) Complete account detail ***Account Holder Name, Bank Name, Branch, Account Number***


Other Account List
To add/edit other account opened with KBANK or other bank for making the Funds Transfer via the KBANK e-BizLink Service.
Please fill in the following fields. Required fields are marked by '*'.
Edit Other Account
Bank Name*
BANGKOK BANK PUBLIC COMPANY LTD.
Branch*
BKK
Account Number*
123-4-56789-0
Account Holder Name*
tom
Account Type*
Saving A/C
Note If receipient account is a Non-KBANK Account, please specify account holder name with full name (first name and family name or full company name) and use ENGLISH alphabets only. KBANK shall not be responsible for any loss or damage occurred with you if the account holder name did not meet the Bank of Thailand's Name Setting Regulation mentioned above.
Back
Submit

3) Click ***Submit*** button to confirmation page

Deleting Other Account

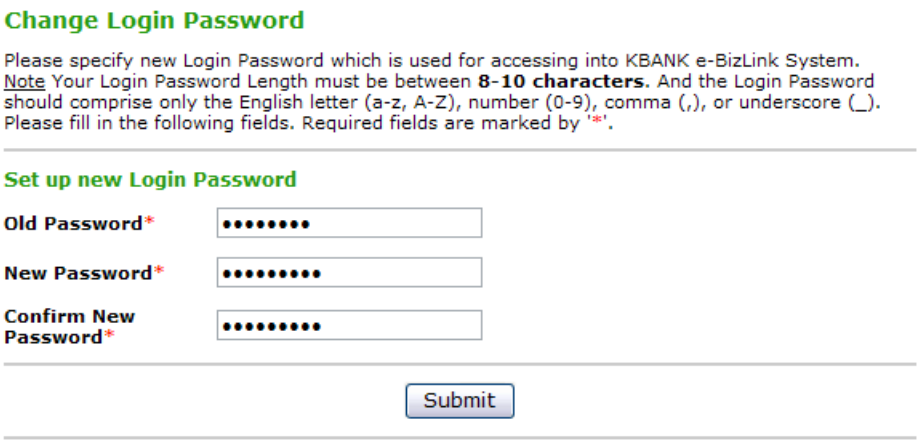
1. Select the username Administrator would like to ***delete***, then click on Delete button
2. Review all the details before clicking on ***Submit*** button to go to the confirmation page, then click on ***Return to Main Page***.

Note:

In case of Beneficiary's bank account is not KBANK's, Administrator **must specify the account name in full English**, which never includes special symbols such as "&" sign in order to be complied with BOT regulation.

6. Change Login Password menu

For security reason, Administrator should regularly change its Login Password. By accessing to ***Change Login Password*** menu, Administrator must input ***Old Password*** and specify ***New Password*** respectively, then ***Confirm New Password*** before clicking ***Submit*** button.


Change Login Password
Please specify new Login Password which is used for accessing into KBANK e-BizLink System.
Note Your Login Password Length must be between 8-10 characters. And the Login Password should comprise only the English letter (a-z, A-Z), number (0-9), comma (,), or underscore (_).
Please fill in the following fields. Required fields are marked by '*'.
Set up new Login Password
Old Password*
New Password*
Confirm New Password*
Submit

Screen 22: Change Login Password